

M e m o r a n d u m

Date: January 21, 2010

To: Altadena Area
Attention: Captain W. A. Dance

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13159.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Altadena Area was conducted on November 24, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on December 1, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 821 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 59 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	284	34.59%	19.72	20
Telecommunications	346	42.14%	24.02	25
Fleet	40	4.87%	2.78	3
Weapons	151	18.39%	10.48	11
Total	821			59

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 57 of the 59 items were located. Two items were transferred out of the command. One item (Control Head-Mobile, #R57564) was transferred to Fleet Operations Section and the CHP 57, Motor Vehicle Transfer and Assignment form, is attached. The other item (Hand-Held radio, #R66983) belongs to an officer who transferred to the Central Los Angeles Area. A memorandum is attached detailing the transfer of the officer and equipment. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 13 of the 13 items reconciled.

I request your command research and investigate the two minor discrepancies noted above in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 21, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Altadena Area
Page 3
January 21, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago".

M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Southern Division
Telecommunications Section
Fleet Operations Section
Office of Inspections, Audits Unit

ATTACHMENT

A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
ALTADENA - 575
DECEMBER 1, 2009**

ATTACHMENT A

	EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
1	Control Head - Mobile	R57564				X		Vehicle Transferred. CHP 57 Attached.
2	Hand - Held Radio	R66983				X		Officer Transferred. Memorandum Attached.

ATTACHMENT

B

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
ALTADENA - 575**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	105221	CASSETTE RECORDER MOD 472-183 P0645D700	131686UJH	X				
2	105898	PRINTER/FOR PAS DEVICE	939950062	X				
3	108498	TIMER REACTION ELECTRONIC HAND-HELD		X				
4	110764	RADAR TRAFFIC MOUNTED	041283	X				
5	110769	RADAR TRAFFIC MOUNTED	041361	X				
6	115993	RADAR VEHICLE	044552	X				
7	116702	RADAR, VEHICLE	045478	X				
8	125335	BREATH ANALYZER	047114	X				
9	130340	UNINTERRUPTABLE POWER SOURCE	AS0313211279	X				
10	142791	CASSETTE RECORDER	1029657	X				
11	154179	COMPUTER	MXL7330F3C	X				
12	154216	COMPUTER	MXL7330FB6	X				
13	154225	COMPUTER	MXL7330FJV	X				
14	155072	LAPTOP	0040297062	X				
15	155076	LAPTOP	0040297063	X				
16	155084	LAPTOP	0040297061	X				
17	155089	LAPTOP	0040297048	X				
18	155807	LAPTOP	0039354012	X				
19	166159	LAPTOP	L3ALT4Z	X				
20	87427	AIR COMPRESSOR 2STAGE PAKER/HENKE HT23A	35992	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
ALTADENA - 575**

ATTACHMENT B

ASSET #		DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST									
1	154193	COMPUTER	MXL7330F2P	X					
2	154197	COMPUTER	MXL7330FGC	X					
3	157637	PRINTER	JP4LD04245	X					
4	77789	SHREDDER	512823	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT

C

**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
ALTADENA - 575**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R40506	Remote Console	Spec.Evt.	883032	X					
2	R5312	Motorcycle - Repeater	M9609	3000405	T00312	X				
3	R53801	Fixed Receiver - rack type		8558329	X					
4	R5434	Motorcycle - Repeater	M9523	T00434	X					
5	R56141	Scanner	1171658	C2686F	55003191	X				
6	R57564	Control Head - Mobile						X		VEHICLE TRANSFERRED. CHP 57 ATTACHED.
7	R58899	Scanner	1154382	C2580P	55008523	X				
8	R60884	Battery Charger - Radio			X					
9	R60887	Battery Charger - Radio			X					
10	R61015	Hand-Held Radio	16543	402AWUB268	X					
11	R61519	Hand-Held Radio	15319	402AWUG055	X					
12	R62300	Hand-Held Radio	17589	MM 08-040	402AWW5947	X				
13	R62822	Hand-Held Radio	19545	CTC 4-09	402AWW6091	X				
14	R63340	Hand-Held Radio	17891	402AWY0841	X					
15	R64425	Hand-Held Radio	19607	CTC 1-09	402AWY0513	X				
16	R64440	Hand-Held Radio	17848	402AWY7284	X					
17	R64709	Hand-Held Radio	16189	402AWY7607	X					
18	R66983	Hand-Held Radio	17287	MM 08-040	402AXA3578			X		OFFICER TRANSFERRED. MEMORANDUM ATTACHED.
19	R67969	Hand-Held Radio		355AXA0143	X					
20	R74898	Scanner	1288921	75002350	X					
21	R80857	Scanner	1270985	95000715	X					
22	R82339	Mobile Repeater	spare	734123	X					
23	R86769	Control Head - Motorcycle	M9626	3000433	X					
24	R89970	Control Head - Motorcycle	M9178		X					
25	R95200	Control Head - Mobile	2QGH397		X					

LEGEND

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**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
ALTADENA - 575**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST										
1	R60878	Battery Charger - Radio			X					
2	R60889	Battery Charger - Radio			X					

LEGEND

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M e m o r a n d u m

Date: December 14, 2009

To: Altadena Area


From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Altadena

File No.: 575. 013125.016468

Subject: MOTOROLA HT 1000 TRANSFER

Officer Robin Hines, #17287, transferred to the Central Los Angeles Area Office (590) in the July 2009 Officer Volume Transfer. Officer Hines retained his Motorola HT 1000 Handheld Radio, R#66983. This radio will be removed from Altadena's Area Radio Inventory in February of 2010.

If there are any additional questions please contact Officer Jeff Will at (626) 296-8100.



W. A. DANCE, Captain
Commander

STATE - CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

MOTOR VEHICLE ASSIGNMENT AND TRANSFER

CHP 57 (Rev 7-95) OPI 074

DISTRIBUTE:

White — Motor Transport
Green — Area Projection
Yellow — Area
Pink — Telecommunications
Goldenrod — Data Processing

LICENSE NUMBER(S)

12418034

4. CHP NUMBER 12418034	REPLACES NUMBER	41. VIN AND FRAME NUMBER 2FAHP71W67X107162	58. CLASS
53. YEAR MODEL 2007	54. MAKE FORD	55. BODY TYPE CRN VIC	57. DATE ACQUIRED 8-31-07
56. DATE PLACED IN SERVICE			
SELLING DEALER ADDRESS			

59. ROOF LIGHTS—TYPE	KEY NUMBER	ELECTRONIC SIREN/PA Siren/PA model: Speaker location:	EDP USE ONLY 2
60. RADIO(S) *R* NUMBER(S) G. E. Radio—43858✓ Program— Repeater R—49563✓		ADDITIONAL RADIOS RADIO HD R-57564✓ Scanner R—53930✓	

<input checked="" type="checkbox"/> Registration <input checked="" type="checkbox"/> Credit card(s)	<input checked="" type="checkbox"/> CHP 33 <input checked="" type="checkbox"/> CHP 227	<input checked="" type="checkbox"/> CHP 423 <input checked="" type="checkbox"/> Maintenance record
69. PURCHASE PRICE	70. WARRANTY CONTRACT NUMBER	71. SMOG INSPECTION DUE

EQUIPMENT	REMARKS	AREA USE ONLY
<input type="checkbox"/> Jetsonic (A)		PROJECTION DATE
<input checked="" type="checkbox"/> Vision		CURRENT MILEAGE (AT PROJECTION)
<input type="checkbox"/> Aerodynamic (C)		EQUIPMENT CHANGES/COMMENTS
<input type="checkbox"/> Rear deck lights		
<input type="checkbox"/> Clear L. Spotlight		
<input type="checkbox"/> Scanner		
<input type="checkbox"/> Barrier		
<input type="checkbox"/> Backboard clips		
<input type="checkbox"/> Radar plug		
<input type="checkbox"/> Rear map light		
<input type="checkbox"/> Siren snow screen		
<input type="checkbox"/> Special—see remarks		

SEE REVERSE FOR VEHICLE CONDITION REPORT

ASSIGNMENT TO		TRANSFER FROM	
63. LOCATION NAME FLEET OPS	64. LOCATION CODE 075	65. LOCATION NAME ALTADENA	66. LOCATION CODE 575
RECEIVED BY (SIGNATURE) Jim W. Lewis	67. ODOMETER READING 105,650	DELIVERED BY (SIGNATURE) [Signature]	68. DATE 9-14-09

Use previous editions until depleted.

9/14/09

ATTACHMENT

D

**CALIFORNIA HIGHWAY PATROL
2009 FLEET INSPECTION
ALTADENA - 575**

ATTACHMENT D

EQUIPMENT ID		LICENSE NUMBER	MANUFACTURER	MODEL	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	1239812	1239812	Ford	Crown Victoria	X					
2	1270680	1270680	Ford	Crown Victoria	X					
3	1288935	1288935	Ford	Crown Victoria	X					
EQUIPMENT TO INVENTORY LIST										
1	1270736	1270736	Ford	Crown Victoria	X					
2	1270754	1270754	Ford	Crown Victoria	X					

LEGEND

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ATTACHMENT

E

Department of California Highway Patrol
Complete Area Inventory
575 - Altadena

November 10, 2009

Officer Issued Weapons

sued to officer

ID# Last Name

First Name

Ser#Control#Comments[illegible]

575 - Altadena

November 10, 2009

[REDACTED]

November 10, 2009

Issued to officer:

Issued to officer

<u>ID#</u>	<u>Last Name</u>
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100	100

First Name

Ser#Control#Comments

Issued to officer:

Officer Issued Weapons Total:

575 - Altadena

November 10, 2009

Area Issued Weapons

Ser#

Control#

Comments

Issued to Area/Division

Ser#

Control#

Comments

Department of California Highway Patrol
Complete Area Inventory
575 - Altadena

November 10, 2009

[illegible]

Department of California Highway Patrol
Complete Area Inventory
575 - Altadena

November 10, 2009

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]

(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]
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[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]

Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]

Department of California Highway Patrol
Complete Area Inventory
575 - Altadena

November 10, 2009

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]